

Minutes

Board of Directors Meeting Brunswick County ABC Board

Date: Thursday, February 21, 2019

Time: 5:00 PM

Location: Brunswick County ABC Board

Present: Mitchell Williams, Chairman
Al Beatty, Member
John Dowless, Member
Angela Boone, General Manager

Attendee: Polly Barefoot, Attorney at Law

Call to order: 5:00 PM by Member, Mitchell Williams

I. Reading and Approval of Minutes: Minutes of the January 16, 2018. Board meeting accepted as previously published approved by unanimous consent.

II. Business Discussion and Action Taken:

Poli Barefoot attended the board meeting. He had a phone call with Frank then sent a letter to him, (letter attached). Poli explained to the board that the contract method we will be using is the single prime method. After talking with Frank, Poli feels that he needs to contact Pinnacle directly.

Poli also recommended that GM reach out to Via Andrews, branch manager with BB&T and make arrangement to secure a conference room for the pre-bid conference. GM will call Frank and get the date of the conference.

Poli's phone call with Frank revealed that Frank will be preparing the "Ad" for the pre-bid process. The contract specification will determine the start date of the project.

Board asked GM to provide the Non-Binding Term Sheet for review. (Sheet attached).

On February 6th, GM received a phone call from a man in Missouri stating that he had received a check from Brunswick County ABC Board. February 8th, received another call from New Jersey that another check was received. To date about 11 fraudulent checks have been sent out with our name and account number. GM has made an official report with the AG's office, as well as notified Lt. Steve Lanier with the Brunswick County Sheriff Dept.

As soon as GM received the first phone call, the bank was contacted and a debit block was placed on the account. Since then the account has been secured with a process called Positive Pay. No check can clear the bank without prior approval.

Sales for the month of January are up approximately 10% over last year.

Last year a committee called PED was organized to visit ABC Boards and evaluate the ABC system for NC. On February 11th the PED committee released their report on the results. (Report are attached).

The NC Association of ABC Boards General Managers Meeting & Trade Show will be held at the Crowne Plaza in Asheville, NC, on March 26 & 27. GM will be attending.

The hot water heater has been purchased and installed. Contractor needs to return to fix lights in warehouse. They returned on Wednesday, February 20th and finished the job.

Poli has attended the last two board meeting and research the bidding process as well as contacted Frank. To date he has 6.7 hours and \$1,172.50 time billed. GM sent a check this week.

The commission has released the annual financial reports. BCABC's profit percent to sales for the year was 7.17%, while cost ratio was at 0.68.

Jones Ford had to do some repairs on the Transit. GM has had the Transit in the shop on several occasions at both Jones and Capital in Wilmington. Jones had to end up replacing the drive shaft in the Transit. All was covered under warranty.

On February 19th GM talked with Frank. He stated that he is waiting on the electrical engineer to finalize 3 parts of the plan due to changes made for security. The electrical engineer is to finalize this week. Frank recommended that I compose a letter and send out to the potential bidders. To date things are finalized at 70%. Poli had been updated on this conservation.

Board requested that GM get the appointment dates for each member.

- Mitchell Williams, first appointed 12/2002, elected as chair 11/2007
- Al Beatty, first appointed 07/2007
- Buster Dowless, first appointed 06/2015

III. Financials

As of February 8th, the bank balance was \$566,205.29
IDA has a balance of \$183,481.88

Sales have increased by 10.24% from last year.

\$208,219.25 in 2019

\$187,770.95 in 2018

\$20,448.30 increase

Excise taxes for January paid February 1st were \$48,325.00.

Receipts were \$126,197.97 for a total of 1,374 cases.

Truck Deliveries

Store #1	1/7/2019	54,980.85	614
Store #1	1/18/2019	21,726.84	284
Store #2	1/11/2019	49,490.28	476

Board Financial Report are attached.

PHYSICAL INVENTORY STORE #1

Total net adjustments were -3 bottles

Total adjustment of -20.61 to the Board.

PHYSICAL INVENTORY STORE #2

Total net adjustments were -3 bottles

Total adjustment of -14.54 to the Board.

Adjournment:

Next meeting is scheduled for March 20, 2019 at 5:00pm.

There being no further business, Mr. Williams declared the meeting adjourned Mr. Beatty seconded.

Meeting adjourned at 5:30 PM

Respectfully submitted,

Angela Boone

Angela Boone, General Manager